

## How to become a volunteer...

We appreciate the help of parents as they assist with school and classroom tasks, support the learning of our students and assist with chaperoning field trips. We hope to have as many adult volunteers in our schools as possible while continuing to ensure student safety.

All volunteers must obtain clearances before being cleared to volunteer.

### **How to Obtain Clearances:**

Volunteers must obtain the first two clearances below and submit the FBI waiver. (If not eligible to sign waiver, must complete the FBI Clearance.) Links to the websites are listed below.

- **Child Abuse Clearance** – requests for clearance certifications may be made online at <https://www.compass.state.pa.us/CWIS>. This is the Child Welfare Portal where you must set up an account.
- **Pennsylvania State Police Reports** – This online application will provide immediate results. Be sure to click on “Certification Form” at the end of the process to reveal the actual clearance for you to print <https://epatch.state.pa.us/>
- **Lampeter-Strasburg SD FBI Waiver** (see attached) or obtain **FBI Report with Fingerprints** –There will be a fee for the FBI Fingerprinting. To pre-enroll and register to be fingerprinted, go to <https://uenroll.identogo.com/> **You will be prompted to enter a service code to register. Please use 1KG6XN**

As a volunteer, there is no charge for the Child Abuse or State Police Clearance.

**If you are not eligible to sign the FBI waiver** and you need to obtain the FBI Clearance, the School District will reimburse you for the cost of the FBI Clearance. Please complete the Volunteer Clearance Reimbursement Form (see attached).

### **Expiration Date:**

- Clearances are valid for a period of 5 years and will need to be updated if they are beyond 5 years.

**Additional Information:** You may not volunteer until all clearances have been submitted and approved by your Building Principal. Questions regarding approval should be directed to your child’s Building Secretary.

**Forward your clearances to:** Your child’s Building Secretary

You may also forward to: [tammy\\_graybill@L-Spioneers.org](mailto:tammy_graybill@L-Spioneers.org)  
Lampeter-Strasburg School District  
P.O. Box 428  
Lampeter, PA 17537-0428